

# Adjutant General's Department

4/9/2015

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified	<b>NEW</b> Emergency Mgmt. Coordinator- KC Metro Area <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180348">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180348</a>	KDEM- Topeka	April 24, 2015
Topeka	1,2,3	Unclassified	<b>NEW</b> Emergency Mgmt. Coordinator- SE Region <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180347">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180347</a>	KDEM- Pittsburg	April 24, 2015
Topeka	1,2,3	Unclassified	<b>Resource Protection Officer</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180287">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180287</a>	190th	April 15, 2015
Topeka	1	Unclassified	<b>Facilities Maintenance Supervisor</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180268">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180268</a>	CFMO	Until Filled
Topeka	1,2,3	Unclassified	<b>General Maintenance Repair Tech</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180252">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180252</a>	190 <sup>th</sup> CE	April 19, 2015
Topeka	1,2,3	Unclassified	<b>Industrial Mechanical Tech</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180249">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180249</a>	CFMO	Until Filled
Topeka	1,2,3	Unclassified	<b>Telecom Control Tech</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180247">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180247</a>	Distance Learning	April 19, 2015
Topeka	1,2,3	Unclassified	<b>Environmental Scientist I</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180237">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180237</a>	DPW	Until Filled
Salina	1,2,3	Unclassified	<b>Utility Worker</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180233">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180233</a>	DPW/RTI	Until Filled
Topeka	1,2,3	Unclassified	<b>Asset Specialist</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180215">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180215</a>	State Comptroller	April 13, 2015
Ft. Riley	1,2,3	Unclassified	<b>Building Systems Technician</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=179723">https://www.da.ks.gov/ps/pub/reginfo.asp?id=179723</a>	CFMO	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1, 2, 3.

### HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas

Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) OR contact

SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460

**NOTE:** On-line application and listing of other State Vacancies are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

**MEETING MINIMUM QUALIFICATIONS:** In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**REQUIRED DOCUMENTS:** The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil).

**Emergency Management KC Metro Regional Coordinator\***  
**Kansas Division of Emergency Management - Topeka, KS**

The successful applicant will be required to reside within the Shawnee County or another county in the Northeast/KC metro region counties or assignment (Atchison, Doniphan, Douglas, Franklin, Linn, Miami, Jefferson, Johnson, Leavenworth or Wyandotte) within a 50-mile radius from the official work station, which will be located in Topeka.

**Requisition #180348 - Closes April 24, 2015 - Job Summary:** FT, unclassified, State position. \$25.05 hr. with benefits. This position functions as the State's Regional Emergency Management Coordinator for counties in the KC Metro region of Kansas.

**Job Description:**

Preparedness/Liaison:

- Participates in ongoing assessment of local and regional areas with respect to general preparedness, training and strategic planning for continuous improvement and makes recommendations.
- Coordinates state level emergency support in the region and provides technical assistance on exercises and training activities. Utilizes the threat and performance based exercise process to conduct assessments, planning and coordination of regionally based intergovernmental, multidiscipline exercises.
- Represents the KS Division of Emergency Management (KDEM) on committees, working groups and boards. Establishes and maintains working partnerships with local government and state partners that focus on preparedness and disaster response and recovery. Meets with county commissioners and emergency managers, state and federal agencies and other local authorities/agencies.
- Coordinates with regionally based systems and associations (i.e. hospitals and public health regions, troop commands, districts, chapters, etc) to ensure solid communication linkages and partnerships with in and across regions. As necessary, supports regional councils and Regional Local Emergency Response Committees through leadership, technical assistance and/or attending meetings.
- Promotes awareness of emergency management programs and changes in federal laws, rules, regulations, policies and directives.
- Develops and delivers training and presentations.

Response & Recovery

- Supports local communities with a rapid needs assessment and establishes communications with the State Emergency Operations Center.
- Conducts ongoing disaster and needs assessment and provides information regarding mutual aid equipment resources and personnel.
- Assists local jurisdictions with prioritizing response activities and allocation resources.
- Monitors public information messages.
- Participate in briefings and planning meetings. Assists with demobilization plans.

Deployable Resource Coordination

- Represents KDEM at meetings, conferences and working groups, i.e., Incident Management Team, state Urban Search and Rescue, Water Rescue, Identification and Credentialing, Resource Typing and deployment resources.

**How will I be screened? (Required Qualifications)** Three years of professional experience &/or education in emergency management, education, health sciences, public/business administration, social science or a related discipline; excellent writing & interpersonal communications skills; strong organizational & computer skills (prefer MS Office Suite); ability to manage multiple priority projects and meet deadlines; DL; & security clearance(s.)

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
 Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Preferred Applicants:** degree in fields above; experience in incident response and coordinating multi-faceted programs; knowledge of theory and practice of adult education and public relations; and knowledge of the National Incident Management System (NIMS).

**Emergency Management SE Regional Coordinator\***  
**Kansas Division of Emergency Management**  
**Pittsburg, KS**

The successful applicant will be required to reside within the Southeast Region (Allen, Bourbon, Chautauqua, Cherokee, Crawford, Elk, Greenwood, Labette, Montgomery, Neosho, Wilson or Woodson Counties) and within a 50-mile radius from the official work stations, which will be located in Pittsburg.

**Requisition #180347 - Closes April 24, 2015 - Job Summary:** FT, unclassified, State position. \$25.05 hr. with benefits. This position functions as the State's Regional Emergency Management Coordinator for counties in the SE region of Kansas.

**Job Description:**

Preparedness/Liaison:

- Participates in ongoing assessment of local and regional areas with respect to general preparedness, training and strategic planning for continuous improvement and makes recommendations.
- Coordinates state level emergency support in the region and provides technical assistance on exercises and training activities. Utilizes the threat and performance based exercise process to conduct assessments, planning and coordination of regionally based intergovernmental, multidiscipline exercises.
- Represents the KS Division of Emergency Management (KDEM) on committees, working groups and boards. Establishes and maintains working partnerships with local government and state partners that focus on preparedness and disaster response and recovery. Meets with county commissioners and emergency managers, state and federal agencies and other local authorities/agencies.
- Coordinates with regionally based systems and associations (i.e. hospitals and public health regions, troop commands, districts, chapters, etc) to ensure solid communication linkages and partnerships with in and across regions. As necessary, supports regional councils and Regional Local Emergency Response Committees through leadership, technical assistance and/or attending meetings.
- Promotes awareness of emergency management programs and changes in federal laws, rules, regulations, policies and directives.
- Develops and delivers training and presentations.

Response & Recovery

- Supports local communities with a rapid needs assessment and establishes communications with the State Emergency Operations Center.
- Conducts ongoing disaster and needs assessment and provides information regarding mutual aid equipment resources and personnel.
- Assists local jurisdictions with prioritizing response activities and allocation resources.
- Monitors public information messages.
- Participate in briefings and planning meetings. Assists with demobilization plans.

Deployable Resource Coordination

- Represents KDEM at meetings, conferences and working groups, i.e., Incident Management Team, state Urban Search and Rescue, Water Rescue, Identification and Credentialing, Resource Typing and deployment resources.

**How will I be screened? (Required Qualifications)** Three years of professional experience &/or education in emergency management, education, health sciences, public/business administration, social science or a related discipline; excellent writing & interpersonal communications skills; strong organizational & computer skills (prefer MS Office Suite); ability to manage multiple priority projects and meet deadlines; DL; & security clearance(s.)

**Preferred Applicants:** degree in fields above; experience in incident response and coordinating multi-faceted programs; knowledge of theory and practice of adult education and public relations; and knowledge of the National Incident Management System (NIMS).

**Resource Protection Officer**  
**190th Security Forces– Topeka, KS**

**Requisition #180287 - Open until April 15, 2015 -Job Summary:** Position is a full-time, unclassified, state position, \$14.11 per hour with a shift differential of \$.50 for a total hourly rate of pay of \$14.61 an hour. **Work schedules and hours vary by assignment.** This position is eligible for all benefits offered to State of Kansas employees. This position is open until filled so get your application in as soon as possible.

**Job Description:** The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

**How will I be screened? (Required Qualifications):** High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

**Preferred Applicants:** Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program. One (1) year armed security/police experience preferred.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
 Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Facilities Maintenance Supervisor  
CFMO-Topeka, KS**

**Requisition # 180268 - Open until filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$16.56 – \$20.13 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** Acts as a lead technician and assist repair persons in the proper monitoring, repairing and operating multiple facilities located in North East Kansas. Assists in documentation of adjustments and repairs made, oversee the work of laborers used in grounds and maintenance and insure correct repairs are in compliance.

**How will I be screened? (Required Qualifications):** Requires five (5) years' experience in inspection, maintenance and repair of electrical systems, waste system, plumbing, refrigeration, disposal, water pumps, electronic controls, generators and other electrical and mechanical equipment. Must have the ability to interpret equipment manuals and blue prints. Must have a valid driver's license.

**Preferred Applicants:** will have 2 years supervisory experience, training in refrigeration and air conditioning, physical power plants and plumbing or graduation from an accredited two year technical school, knowledge of OSHA standards.

**General Maintenance Repair Technician I  
190th CE-Topeka, KS**

**Requisition # 180252 - Open until April 19, 2015 - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$11.79 - \$13.61 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** Incumbent is required to perform custodial duties to include trash pickup, total floor care, dusting, window cleaning, custodial equipment repair, and general cleaning. Will be required to maintain clean/sanitary conditions in bathrooms, common areas, and other areas as directed by the supervisor. Responsible for the general maintenance of the grounds equipment to include Tractor, Gators, Mowers both push and riding mowers, and Snow Removal equipment. Incumbent will schedule assigned work orders according to custodial supervisor direction. Incumbent performs minor maintenance and recurring maintenance on selected building systems in the assigned areas. These responsibilities will vary from building to building and may include any of the building systems. Duties include (not limited to) bathroom fixture repair, exit/emergency light testing and repair, fluorescent lamp/ballast replacement, lawn sprinkler system repair, clearing of plugged drain lines, aerator replacement, carpet square and ceiling or floor tile replacement, HVAC filter replacement, and door weather seal replacement. Incumbent may be required to install items for customers such as (not limited to) dry erase boards, plaques, clocks, modular furniture accessories...only after coordination with custodial supervisor.

**How will I be screened? (Required Qualifications):** One (1) year experience and/or training in custodial work including operating high speed buffers and commercial carpet shampoos and one (1) year of training and/or experience in building maintenance trades. Normal color vision IAW AFR 160-43 or its replacement is mandatory. Must be able to work at heights up to 80 feet, lift objects weighing 50 pounds, and work in strenuous body positions. Incumbent is subject to call back during non-duty hours and periodically work in inclement weather.

**Preferred Applicants:** Will have working knowledge of applicable EPA regulations and building codes.

**Industrial Mechanical Technician  
Construction Facilities Maintenance Office, Topeka, KS**

**Requisition # 180249 - Open until Filled - Job Summary:** Full time, unclassified with benefits, state position, \$16.56 to \$18.70 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Employee will perform general maintenance in but not limited to the following:

- Inspects, operates, maintains, modifies, and repairs all types of facility systems. Aligns, adjusts, services and repairs components and equipment such as abrasive blast systems, compressors, electric motors, and pumps. Tests and inspects installed electrical, mechanical and plumbing for proper operation and compliance with applicable technical orders, manufacturer's handbook, and local procedures, including compliance with safety and environmental regulations. Services components such as electric motors, compressors, valves, and moving mechanical parts with appropriate lubrications. Removes, disassembles, cleans, repairs, reassembles and reinstall components and components parts such as pumps, motors, controllers, compressors, burners, condensers, ruptured disks, valves, backflow preventers, safety and automatic valves, pistons, and bearings. Ensures HVAC equipment, components and systems are functioning properly and makes repairs if needed. Performs seasonal overhaul as required by applicable technical data and local procedures. Checks installed safety devices for proper operation. Repairs piping and pipe fittings. Removes sludge, scale and other harmful residue by cleaning. Available to respond to emergency maintenance and repair problems at all times. Periodically required to install new plumbing and plumbing fixtures.
- Performs preventative maintenance actions in accordance with applicable technical data and local procedures. Lubricates and repacks valves, lubricates pumps, replaces gaskets and seals, corrects pumping equipment misalignments, cleans or replaces strainers and filters, and services water/oil separators and other Real property installed Equipment (RPIE). Uses hand and power tools such as jackhammers, torque wrenches, meters, gear pullers, bench grinders, hydraulic presses, pipe-threading machines, cutting and welding torches, welding outfits, wrenches, micrometers, caliper, power drills, vacuum pumps, portable trash pumps, powered and non-powered saws, drills, taps, and punches with drills, drill presses and hand punches. Bench checks repairable components and sub-assemblies using test equipment, standards, and other equipment required by

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**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.



applicable technical data. Tests and calibrates repaired items to ensure adequacy and reliability of repair actions. Aligns pulleys and adjusts drive belts on belt driven equipment.

- Maintains and repairs wooden, masonry and concrete buildings and structures; assembles prefabricated structures; installs and repairs plumbing systems and fixtures. Maintains and repairs the structural components of facilities, including, but not limited to walls, flooring, ceilings, concrete footings, foundations, floor slabs, and metal components for prefabricated and permanent structures, doors, windows, screens, roofing, siding, pipe systems, plumbing fixtures, roof flashings, duct work, gutters and downspouts. Inspects, maintains, repairs, and installs structural and mechanical components of roll-up overhead doors and overhead hoists to include rollers, guides, pulleys, stops, cables, clamps, limit switches, etc. Installs, repairs, replaces, and adjusts building hardware and plumbing fixtures/devices such as hinges, hasps, locks, hydraulic door openers and closers, heating devices, sinks, toilets, showers, water heaters, traps, vents, drains, meters, fittings.
- This position is subject to occasional recall and overnight travel.

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalent and two (2) years training and/or experience in the following building mechanical trades: electrical, electronics, plumbing, power plant operation, boiler operation, HVAC, and electronic/pneumatic control repair. Physical ability to lift and move objects weighing up to 100 pounds and have normal color vision is required. Physical and mental ability to work at heights up to 100 ft. is required. Must have a valid driver's license. **Preferred:** Skill in use of tools and in the operation of machine and equipment commonly used in maintenance and repairing building systems work. Knowledge and work hazards and necessary safety precautions, knowledge of methods, processes and tools used to operate and maintain boilers, turbines, coils, air handlers, generators and other mechanical and electrical equipment. Knowledge of the methods and practices used in the operations and maintenance of water pumps, electronic controls, generators, or other mechanical and electrical equipment. Ability to interpret equipment technical manuals and building blue prints.

#### **Telecom Control Tech Distance Learning-Topeka, KS**

**Requisition # 180247 - Open until April 19, 2015 - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$23.31 - \$25.00 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** This position will advise and assist personnel who will use the distributed computer centers in the state of Kansas. The computers are structured in a distributed environment. The duties will include training users in the classroom and may include one-on-one sessions. The position will advise the military on the latest hardware and software available in government off the shelf and commercial off the shelf forms that will facilitate meeting the federal mission. This person will be responsible to assist users with multiple types of software to include the Microsoft Office suite, as well as, how to use the peripheral equipment.

**How will I be screened? (Required Qualifications):** Requires two (2) years' experience conducting videoconferencing using ATMI/ISDN/IP Technology.

**Preferred Applicants:** Will have the ability to understand the Distributive Technology/Training Project and future initiative. Communications training in H.320, H.323 technology; vendor specific in VTC hardware and software from Zydacron, Tandberg, and Polycom. Knowledge of adult learning techniques. Demonstrate the ability to effectively teach technical material.

#### **Environmental Scientist I Department of Public Works-Topeka, KS**

**Requisition # 180237 - Open until Filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$22.16 - \$25.00 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** The position serves as an Environmental Scientist for the Kansas Army National Guard, Public Works Section and is responsible for providing specialized, professional and administrative work on a statewide basis. The incumbent will be responsible for monitors and inspects all KSARNG facilities and operational activities for compliance with applicable regulations and laws. Identifies and develops programs for the KSARNG to ensure compliance with the seventeen compliance areas. Environmental Management System (EMS) Coordinator. Serve as the POC for the development of the KSARNG Environmental Management System (EMS), including developing the framework for the EMS Plan, overseeing the preparation of the EMS, helping establish the KSARNG EMS Workgroup, assist in the development and fielding of required EMS-related training, and ensuring that the EMS is kept updated and reviewed as necessary or as required by Army guidance. Develop tailored training courses for specialized facilities such as industrial shops at the, CSMS, and FMS, and other facilities such as Training Sites, Warehouse and Armories. Coordinate training activities for both full-time professional staff and personnel assigned environmental duties at supported facilities. Coordinates with other personnel, staff, offices and agencies to obtain and schedule training seats and classes. Up to 40% of the time travel within the State of Kansas and out-of-state will be required. Incumbent may be required, on occasion, to work weekends in conjunction with Kansas Army National Guard unit training. Position is subject to call back during non-duty hours.

**How will I be screened? (Required Qualifications):** Bachelor's degree in a physical or biological science (or closely related field) or environmental science (or closely related field); Eight years of experience in the fields listed above may be substituted for the required education. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**Preferred Applicants:** Will have 2 years of experience in working in the environmental field. Strong background in computer operation with emphasis in spreadsheet operation.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Utility Worker****Department of Public Works - Kansas Regional Training Center - Salina, KS**

**Requisition # 180233 - Open until Filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$11.21 - \$12.66 per hour, with Maintenance and Trades differential of \$.30 an hour. Work hours 6:30 am to 3:00 pm, Monday through Friday. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** This position assists on maintenance/repairs of armories. Work includes but is not limited to the following:

- **MOWING:** Mows and/or power rakes lawns of property in order to keep grasses at an acceptable height and to have the grounds reflect positively on the agency. This is done by safely, skillfully and independently operating a variety of grounds maintenance equipment, such as: tractors with brush cutters, brush hogs, rotary blades or balers; riding and push lawn mowers; and power rakes; and being able to work under hot, humid conditions over 100 degrees for long periods of time. Requires valid driver's license.
- **DEBRIS AND TRASH REMOVAL:** Clears lawns and acreage of all trash, unwanted brush, downed or cut tree limbs, large rocks and other debris in order to keep the grounds clean and neat and help protect mower blades from damage. This requires the ability to move over uneven terrain, locate objects to be removed, secure and move large objects weighing up to 100 and at lengths of up to 6 feet and burning debris.
- **LANDSCAPING:** Performs a variety of landscaping activities in order to make the grounds attractive. This includes, but is not limited to: trimming trees and bushes; planting and watering flowers, shrubs, plants, lawn and trees; applying chemicals; destroying weeds, plant diseases and other unwanted conditions; and filling in washed out areas with dirt. This requires the ability to detect basic weeds and unwanted diseases; the ability to make accurate mixtures of fuel and oil; and ability to safely, skillfully and independently use a variety of power and hand tools, which include but are not limited to, chain saws, garden tools, gas operated weed trimmers, etc., and the ability to work at heights of up to 30 or 50 feet..
- **SNOW REMOVAL:** Removes snow and ice from parking lots and sidewalks in order to provide safe areas for staff and visitors during inclement weather. This requires the ability to safely, skillfully and independently operate a variety of snow removal equipment such as tractors and vehicles with snow blades, snow blowers and hand shovels; the ability to follow written and verbal instructions in the application of ice and snow melting chemicals; the ability to work in extreme cold and windy conditions for long periods of time during daylight or darkness; and reporting for work outside regular working hours as needed.
- **CARPET CLEANING:** Prepares and shampoos carpeting in order to insure carpeted areas are clean and maintained in good condition. This requires the ability to independently and accurately mix the correct cleaning products to achieve the desired result and the ability to use carpet-cleaning machines.
- **ENGINE REPAIR:** Performs minor maintenance and repairs on equipment used in the completion of job tasks. This includes, but is not limited to, removing snow blades, changing oil filters, replacing spark plugs, etc. This requires basic knowledge of small engine maintenance and repair.
- **BUILDING MAINTENANCE:** Performs a variety of building maintenance tasks as assigned, in order to assist in keeping the facilities in good operating condition. This includes, but is not limited to, replacing florescent light bulbs, stopping sewer odor coming from floor drains, shutting off main water valves during emergency repairs, changing furnace filters, painting offices, installing picture frames, etc. This requires a working knowledge of routine building maintenance and repair and the ability to follow verbal instructions.

**How will I be screened? (Required Qualifications):** Must be able to work in heights 50 feet off the ground. Must be able to pick up at least 100 lbs. of equipment off the ground. Must have valid driver's license. Prefer 6 months experience in small engine repair, mechanical, plumbing and electrical repairs. Prefer Basic knowledge of planting flowers and shrubbery. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**Asset Specialist****State Comptroller-Topeka, KS**

**Requisition # 180215 - Open until April 13, 2015 - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$18.26 - 19.16 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** This position will be responsible for the management of inventory and inventory records of all state owned assets and the coordination of all state records and retention schedules for the Kansas Adjutant General's Department.

**Inventory duties:**

- Ensures all capital assets entered into the centralized capital asset management system (state accounting system – SMART) is correct and accurate. Enter all Capitol construction costs in SMART and verify coding entries are correct. Create capitol asset at end of project in SMART. Reconcile Land, Building and Improvements.
- Maintain a file system of all inventory records, reports, and transactions. Perform an annual detailed physical inventory of all state-owned Fixed Asset Inventory property.
- Provide each State Property Custodian with a state property record listing to include the state property number and the complete description for all state property receipted to their responsibility. Ensure proper documentation of inventory when State Property Custodians change. Authorize change of appointment of State Property Custodian.
- Insure all necessary adjustments to the inventory are completed and documented as required. Distribute, interpret and provide guidance on inventory policies and procedures. Insure inventories of all state owned Non-Reportable Asset Inventory items are completed, verified, and submitted annually.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

- Submit annual report to United State Property and Fiscal Officer (USPFO) a listing of all assets purchased with cooperative agreement funds from the prior state year.

**Vehicle Records duties:**

- Maintain agency's vehicle records on State vehicle tracking web site (VTrak)
- Update records yearly with current mileage, registration and insurance
- Obtain title changes from Dept of Revenue
- Request license plates
- prepare paperwork for vehicle turn-ins/transfers

**How will I be screened? (Required Qualifications):** Prefer two years' experience in general office, clerical and administrative support work. Need experience related to supply management and property accountability. All applicants should have knowledge and abilities in Microsoft Word, Excel and Access, ability to keep accurate and current records and reconcile discrepancies in a timely manner, possess solid organizational skills and attention to detail, Prefer a self-starter and being able to complete tasks deadlines without reminder from supervisor, prefer experience in SMART (Kansas state accounting system.) All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**Building Systems Technician  
Construction Facilities Maintenance Office, Fort Riley,**

**JOB REQUISITION # 179725 - Job Summary:** Full time, unclassified with benefits, state position, \$15.03 - \$16.94 per hour commensurate with qualifications and skill level. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 5:00 PM. **Open until filled**, get applications in early as posting will close once position is filled.

**Job Description:** Identifies and recognizes the problems affecting equipment, and makes repairs to systems that provide for cooling, heating, filtering, or circulating of air for facilities and equipment. Works on systems utilizing mechanical compression, vapor compression, or absorption as the methods of cooling. Performs the full range of work involved with troubleshooting and repair, overhaul, maintenance, and servicing of industrial air conditioning units, heat pumps, gas fired boilers, split ventilating systems and air drying systems. Diagnoses and locates malfunctions, disassembles, repairs, replaces, or adjusts thermostats, pressure stats, humostats, relays, switches, electronic controls, and other devices. Disassembles and repairs compressors and related components. Services and repairs evaporators, condensers, and receivers. Bleeds systems and replaces refrigerants. Tests for leaks and excessive load conditions. Reconditions, modifies, and fabricates parts. Installs and relocates equipment. Observes and tests the operation of heating and cooling systems in order to locate malfunctions in the automatic controls, converters, piping, pumps, and related components. Inspects, adjusts and, as necessary, replaces or repairs thermostats, governors, switches, cut off apparatus, burners, fuel feed flame guard controls, ball bearing, drive gears, gaskets, damaged parts, and electronic and other safety devices. Reassembles and reinstalls components. Uses all hand tools, test equipment and instruments, welding equipment and shop machines. Observes all safety rules and regulations. Subject to call in to perform emergency repairs during off-duty hours.

**Minimum and Preferred Qualifications:** Qualified candidate will have 2 years of training and/or experience in HVAC pertaining to installation, repair and maintenance of various types of equipment. Training in HVAC, HVAC mechanical systems at the high school level or at an accredited post school academic or vocational institution may be substituted for the required experience at the rate of one-half hour school unit. 90 clock hours or 2 semesters for one month experience with a maximum substitution of 2 years' experience. Physical ability to lift and move objects weighing up to 50 pounds safely is required and the ability to work with elevated platforms up to 100 feet in height. Must be able to pass Grade 1 Color Vision Test.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

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